

## EMPL to CPPS Conversion Project

### EMPL Data Conversion to CPPS

Last Updated: 10/24/2005

This document is a general guide to the conversion of EMPL Employee, Position and Class data to CPPS with the retirement of EMPL. The tables show the mapping of data elements from EMPL to CPPS. Many employee data elements are already populated in CPPS by transactions from EMPL.

Please see the CPPS Data Glossary at <http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm> for more information about the data elements in CPPS.

Not all the EMPL data elements will be continued under CPPS. Also, some data elements do not map one for one from EMPL to CPPS and some may be used for different purposes. For example, Agency in EMPL is replaced by Department in CPPS, but Department is a longer field and functions somewhat differently in the system. In EMPL the Agency and Organizational Unit together are used to link to a business name and address where in CPPS the Department alone provides that function. Also in EMPL the Agency is used in the security to control access to records, whereas in CPPS the Org ID is the primary control.

Lastly, this document does not specifically list data elements new with CPPS.

For questions please contact Valerie Klemme at [Valerie.Klemme@state.co.us](mailto:Valerie.Klemme@state.co.us).

#### EMPL Demographics Data

EMPL Field	Type & Length	CPPS Field	Type & Length	Notes
SSN	N 9	Employee Id; Social Security Number	N 9; N 9	
EFFECTIVE DATE	N 8	Personnel Action Date	N 8	
ACTION CODE	A 3	Personnel Action Code, Action Subtype	A 2; A 2	New value set. In some cases Action Code is functionally supplemented with Action Subtype or Leave of Absence Reason
LAST NAME	A 20	Name	A 30	Name format is Last,First Middle
LAST NAME SUFFIX	A 3	Name Suffix	A 4	
FIRST NAME	A 20	Name	A 30	Name format is Last,First Middle
MIDDLE NAME/INITIAL	A 15	Name	A 30	Name format is Last,First Middle
PERSON TITLE	A 4	Name Prefix	A 4	
HOME STREET	A 25	Current Address - Street	A 30	The conversion will concatenate Home Street, PO Box, Bldg Name and Apartment/Unit into Street, but there is a second address line field called Current Address - Street 2 available for data entry in CPPS.
HOME P O BOX	A 6		A 30	
HOME BLDG NAME/NUMBER	A 10		A 30	
HOME APARTMENT/UNIT	A 5		A 30	
HOME CITY	A 28	Current Address - City	A 13	
HOME STATE	A 2	Current Address - State	A 2	
HOME ZIP	A 13	Current Address - Zip	A 10	
HOME PHONE	N 14	Home Phone	A 10	Phone numbers are one field of 10 characters with no extension.
SEX	A 1	Sex	A 1	
ETHNIC CODE	N 1	Ethnicity	A 1	Value set change.
BIRTH DATE	N 8	Date of Birth	N 8	
VETERAN TYPE	N 1	Military Status Veteran Type	A 1 A 1	Value set change.
VETERAN TIME	N 6	Veteran Time	N 6	Format is years (N2), months (N2), days (N2)
I9 STATUS	A 1	I-9 Status	A 1	
I9 STATUS DATE	N 8			Dropped in favor of I9 Expiration Date.
I9 AGENCY	A 3			Dropped
CITIZENSHIP	A 2	Citizenship - Country	A 3	
VISA DATE	N 8	Visa Expiration Date	N 8	

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VISA TYPE	A 2	Citizenship - Visa Type	A 2	Value set change.
DISABILITY	N 1, x 4			Dropped. Obsolete in EMPL
EDUCATION LEVEL	N 4	Education Level	A 2	Value set change.
(SSN) CHANGE DATE	N 8			Dropped
PREVIOUS SSN	N 9			Dropped. Changes are written to the history DB
PREVIOUS LAST NAME	A 20			Dropped. Changes are written to the history DB
PREVIOUS LAST SUFFIX	A 3			Dropped. Changes are written to the history DB
PREVIOUS FIRST NAME	A 20			Dropped. Changes are written to the history DB
PREVIOUS MIDDLE NAME	A 15			Dropped. Changes are written to the history DB
EMERGENCY CONTACT NAME	A 20	Emergency Contact	A 30	
EMERGENCY HOME PHONE	N 14	Contact Phone	A 10	
EMERGENCY WORK PHONE	N 14	Alternate Emergency Phone	A 10	
EMERGENCY DOCTOR	A 20			Dropped
EMERGENCY DOCTOR PHONE	N 10			Dropped
EMERGENCY HOSPITAL	A 20			Dropped
EMERGENCY HOSPITAL PHONE				Dropped
LICENSES CERT REGS1	A 5	License/Certificate Name (1)	A 14	
LICENSES CERT REGS2	A 5	License/Certificate Name (2)	A 14	
LICENSES CERT REGS3	A 5	License/Certificate Name (3)	A 14	
LICENSES CERT REGS4	A 5			Dropped
LICENSES CERT REGS5	A 5			Dropped
E-MAIL ADDRESS	A 50	Work Email Address	A 50	
ENTRY DATE	N 8		N 8	Not saved in CPPS, but written to history with the personnel action.
OPERATOR ID	A 9		A 8	Not saved in CPPS, but written to history with the personnel action.

#### EMPL Employee Data

EMPL Field	Type & Length	CPPS Field	Type & Length	Notes
SSN	N 9	Employee Id; Social Security Number	N 9; N 9	
SSN SUFFIX	A 1			Dropped. Functionally replaced with Org ID and Position Number.
RECORD NUMBER	N 2			Dropped
RECORD COUNT	N 2			Dropped
EMPLOYEE HISTORY				Only the most recent data is saved in CPPS. All actions are saved in the HRDW.
EFFECTIVE DATE	N 8	Personnel Action Date	N 8	
ACTION CODE	A 3	Personnel Action Code, Action Subtype	A 2; A 2	New value set. In some cases Action Code is functionally supplemented with Action Subtype or Leave of Absence Reason
ACTION SEQUENCE	A 1			Dropped
ACTION NUMBER	A 5			Dropped. Functionally replaced by the Memo, User Fields, and Comments fields.
CLASS	A 6	Job Classification	A 6	
AGENCY	A 3	Job Department	A 8	
POSITION NUMBER	N 5	Position Number	N 5	
ORG ID	A 3	Organization ID (Org)	A 3	
EMPLOYEE STATUS	N 1	Probation/Employee Status	A 1	Value set change.
EMPLOYEE STATE	N 1	Employment Status	A 1	In some cases this is supplemented with Leave of Absence Reason
GRADE	A 3	Grade	A 3	
STEP	N 2			Dropped.
HALF STEP INDICATOR	A 1			Dropped.
SALARY	N 10	Pay Rate	N 11	
BASE DOLLAR	N 10			Dropped.

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ADJUSTMENT				
BASE PERCENT ADJUSTMENT	N 4			Dropped.
NON BASE DOLLAR ADJUSTMENT	N 10			Dropped
NON BASE PERCENT ADJUSTMENT	N 4			Dropped.
ANNIVERSARY DATE (YYYYMM)	N 6	Next Review Date	N 8	Obsolete for Classified.
STEP 6 MONTHS	N 2			Dropped.
SEPARATION REASON	N 2	Separation Reason	A 2	
POSITION ENTRY DATE	N 8			Dropped.
STATUS CHANGE DATE	N 8	Probation/Status (Begin) Date	N 8	
CLASS CHANGE DATE	N 8			Dropped.
RATING DATE	N 8	Rating Date	N 8	
RATING TYPE	A 1			In EMPL this is annual or interim. Gap is this occurs per position/job
RATING	A 3	Performance Rating	A 1	Value set change.
RATING DUE DATE	N 6	Next Review Date	N 8	
REVIEWER NAME	A 30	Rating Supervisor	A 30	
NON MONETARY AWARD FLAG	A 1	Non-Monetary Award	A 1	
SAVE PAY DATE	N 6	Save Pay Date	N 8	
CONTRACT DATE	N 8	Contract Date	N 8	
CONTRACT FISCAL YEAR	N 2			Dropped
ENTRY DATE	N 8			Not saved in CPPS, but written to history with the personnel action.
OPERATOR ID	A 9			Not saved in CPPS, but written to history with the personnel action.
INITIAL EMPLOYMENT	N 8	Service Start Date	N 8	
ADJUSTED SERVICE DATE	N 8	Adjusted Service Date	N 8	
CPP ENTRY DATE	N 8			Dropped
LABOR LEVEL 2	A 30	Kronos Labor Level 2	A 30	
LABOR LEVEL 3	A 30	Kronos Labor Level 3	A 30	
LABOR LEVEL 4	A 30	Kronos Labor Level 4	A 30	
LABOR LEVEL 5	A 30	Kronos Labor Level 5	A 30	
PAY RULE	A 30	Kronos Pay Rule	A 30	

#### EMPL Job Data

EMPL Field	Type & Length	CPPS Field	Type & Length	Notes
SSN	N 9	Employee ID	A 9	
SSN SUFFIX	A 1	SSN-SUFFIX		Dropped. Functionally replaced with Org ID and Position Number.
SHIFT INDICATOR	A 1	Shift Indicator	A 2	Value set change.
ORG ID	A 3	Organization ID	A 13	
ACTION CODE	A 3	Personnel Action Code, Action Subtype	A 2; A 2	New value set. In some cases Action Code is functionally supplemented with Action Subtype or Leave of Absence Reason
JOB NBR	N 1	Job Number		Not saved. Represents occurrence.
BEGIN DATE	N 8	Job Begin Date	N 8	
END DATE	N 8	Job End Date	N 8	
CLASS	A 6	Job Classification	A 6	
AGENCY UNIT	A 8	Job Department	A 8	
POSITION NUMBER	N 5	Position Number	N 5	Used with the Agency portion (A3) of Job Department to uniquely identify the position in the Org.
TIME REPORT CODE	A 1	Time Reporting Code	A 1	
PAY CYCLE	A 2	Job Pay Cycle	A 2	

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PERCENT FULL TIME	N 5	Percent of Full Time	N 5	
SALARY CODE	A 1	Rate Code	A 1	
TERM POSITION STATUS	N 2	Term	N 2	
GRADE	A 3	Grade	A 3	
STEP	N 2			Dropped
SALARY	N 10	Pay Rate	N 9	
ACCOUNT 1	A 25	Account 1 Code	A 25	Made up of Cert, User Field, & User Acct
EARNINGS 1	A 3	Account 1 Earnings Type	A 3	
PERCENT 1	N 5	Account 1 Percent	N 5	
SALARY AMOUNT 1	N 10	Account 1 Amount	N 9	
START DATE 1	N 8	Account 1 Start Date	N 8	
STOP DATE 2	N 8	Account 1 Stop Date	N 8	
ACCOUNT 2	A 25	Account 2 Code	A 25	Made up of Cert, User Field, & User Acct
EARNINGS 2	A 3	Account 2 Earnings Type	A 3	
PERCENT 2	N 5	Account 2 Percent	N 5	
SALARY AMOUNT 2	N 10	Account 2 Amount	N 9	
START DATE 2	N 8	Account 2 Start Date	N 8	
STOP DATE 2	N 8	Account 2 Stop Date	N 8	
ACCOUNT 3	A 25	Account 3 Code	A 25	Made up of Cert, User Field, & User Acct
EARNINGS 3	A 3	Account 3 Earnings Type	A 3	
PERCENT 3	N 5	Account 3 Percent	N 5	
SALARY AMOUNT 3	N 10	Account 3 Amount	N 9	
START DATE 3	N 8	Account 3 Start Date	N 8	
STOP DATE 3	N 8	Account 3 Stop Date	N 8	
ENTRY DATE	N 8			Not saved in CPPS, but written to history with the personnel action.
OPERATOR ID	A 9			Not saved in CPPS, but written to history with the personnel action.

#### EMPL Pay Retirement Miscellaneous Data

EMPL Field	Type & Length	CPPS Field	Type & Length	Notes
SSN	N 9	Social Security Number	N 9	
ORG ID	A 3	Organization ID	A 13	
AGENCY	A 3	Department	A 8	
EFFECTIVE DATE	N 8	Personnel Action Date	N 8	
ACTION CODE	A 3	Personnel Action Code, Action Subtype	A 2; A 2	New value set. In some cases Action Code is functionally supplemented with Action Subtype or Leave of Absence Reason
HOME AGENCY UNIT	A 8	Department	A 8	
DISTRIBUTION SORT	A 8	Mail Stop	A 8	
STATUS DATE	N 8	Employment Status Date	N 8	
EMPLOYMENT STATUS	A 1	Employment Status	A 1	
ANNUALIZED SALARY	N 7	Annualized Salary	N 11	
BENEFITS BASE SALARY	N 7	Benefits Base Salary	N 11	
COFRS ORGANIZATION	A 4	COFRS ORGN	A 4	
FLSA ELIGIBLE	A 1	FLSA Status	A 1	
BADGE ID	A 6	Badge/Clock ID	A 6	
RETIREMENT PLAN	A 1	Retirement Plan	A 1	
PLAN DATE	N 8	Retirement Plan Effective Date	N 8	
EARLY RETIREMENT DATE	N 8			Dropped
RETIREMENT DATE	N 8			Dropped
LEAVE ACCRUAL PLAN	A 2	Leave Accrual Plan	A 2	
LEAVE ACCRUAL DATE	N 8	Leave Accrual Date	N 8	
LOA RETURN DATE	N 8	Leave of Absence Return Date	N 8	
LOA REASON	N 1	Leave of Absence Reason	A 2	Value set change.
LWOP YTD				Dropped
LWOP ETD				Dropped
ITSUP2U	A 35	Memo	A 30	
ENTRY DATE	N 8			Not saved in CPPS, but written to history with the

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				personnel action.
OPERATOR ID	A 9			Not saved in CPPS, but written to history with the personnel action.

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### EMPL Position Data

EMPL Field	Type & Length	CPPS Field	Type & Length	Notes
AGENCY	A 3	Department	A 8	
POSITION NUMBER	N 5	Position Number	A 8	
RECORD NUMBER	N 2			Dropped
RECORD COUNT	N 2			Dropped
POSITION HISTORY				Only the most recent data is saved in CPPS. All actions are saved in the HRDW.
CLASS	A 6	Job Class	A 6	
EFFECTIVE DATE	N 8	Effective Date	N 8	
ACTION CODE	A 3	Position Action	N 2	New value set.
ACTION SEQUENCE	A 1			Dropped
ACTION NUMBER	A 5	User Field 2	A 5	
POSITION STATUS	N 2	Term Full-Time/Part-Time Position Type Seasonal Code	A 2 A 1 A 1 A 1	Functionally this will change over time.  Term will be populated from Position Status when EMPL is retired. The fields Part-Full, Perm-Temp, Position Type, and Seasonal Code will carry some of the information that is currently only supported by Position Status in EMPL.  In the future Term will only be used to distinguish those positions that are paid over 9 or 10 months for 12 months of service.
POSITION STATE	N 1	Position Status	A 1	Value set change.
SSN	N 9			Dropped
SSN SUFFIX	A 1			Dropped
ALLOTMENT BASE	N 4			Dropped
FTE	N 5	Percent Full Time	N 3.2	Labeled as 'Allotted FTE %'.
CITY CODE	N 3	Work Location	A 5	
EXPIRATION DATE	N 8	Position End Date		
FUNDED	A 1	Funded	A 1	
SHELTERED	A 1			Dropped
PAY DIFFERENTIAL	A 1	Premium Pay	A 1	Value set change.
POSITION OT	A 1	Position Type	A 1	
SHARED JOB POSITION	N 5	Grouped Indicator	A 1	
ORGANIZATIONAL UNIT	A 12	User Field 1	A 12	
ENTRY DATE	N 8			Not saved in CPPS, but written to history with the position action.
OPERATOR ID	A 9			Not saved in CPPS, but written to history with the position action.
D-SW	A 1			Dropped
GENERAL FUND PERCENT	N 4			Dropped
FEDERAL FUND PERCENT	N 4			Dropped
CASH FUND PERCENT	N 4			Dropped
OTHER FUND PERCENT	N 4			Dropped
SUPERVISOR AGENCY	A 3	Reports To	A 8	
SUPERVISOR POSITION	N 5	Reports To	A 8	
BUSINESS STREET	A 25			Dropped. Position address will be read from the Department Table based on the Department field value.
BUSINESS PO BOX	A 6			Dropped
BUSINESS BLDGNAME NUMBER	A 10			Dropped
BUSINESS ROOM BOX	A 5			Dropped
BUSINESS CITY	A 28			Dropped
BUSINESS STATE	A 2			Dropped
BUSINESS ZIP	A 13			Dropped
BUSINESS PHONE	A 14	(Employee) Work Phone	A 10	
AREA AVAILABLE	A 4 x 6			Dropped
CPP ENTRY DATE/PAYOUT	N 8			Dropped

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### EMPL Class Data

EMPL Field	Type & Length	CPPS Field	Type & Length	Notes
CLASS	A 6	Job Class	A 6	
RECORD NUMBER	N 2			Dropped
RECORD COUNT	N 2			Dropped
CLASS HISTORY				Only the most recent data is saved in CPPS. All actions are saved in the HRDW.
CLASS TITLE	A 25	Job Title	A 25	
GRADE	A 3	Grade	A 3	
EFFECTIVE DATE	N 8	Effective Date	N 8	
ACTION CODE	A 3	Action Type Change Reason	A 1 A 1	New value set. The Action Type for a change should be supplemented with the Change Reason.
ACTION SEQUENCE	A 1			Dropped
ACTION NUMBER	A 5			Dropped
HIRE STEP	N 2			Dropped
PAY DIFFERENTIAL	A 1	Premium Pay OT Eligibility	A 1 A 1	Value set change.
OCCUPATIONAL GROUP	A 8			Dropped
MAX PERCENT INCREASE	N 5			Dropped
CLASS STATE	N 1	Job Class Status	A 1	Value set change.
PRIOR CLASS	A 6	Prior Job Classification	A 6	
PRIOR ONLY AGENCY	A 3			Dropped
OVERRIDING CLASS	A 6			Dropped
OVERRIDING ONLY AGENCY	A 3			Dropped
JOB RATE	N 10			Dropped
MIN SALARY	N 10	Minimum Rate	N 9	
MAX SALARY	N 10	Maximum Rate	N 9	
SURVEY PERCENT	N 5			Dropped
FIVE YEAR VALUE	N 10			Dropped
TRADITIONAL MAX	N 10			Dropped
SALARY 1	P 9	Minimum Rate	N 9	Salary 1 holds Judicial Minimum Salary.
SALARY 2	P 9			Dropped
SALARY 3	P 9			Dropped
SALARY 4	P 9			Dropped
SALARY 5	P 9			Dropped
SALARY 6	P 9			Dropped
SALARY 7	P 9	Maximum Rate	N 9	Salary 7 holds Judicial Maximum Salary.
SALARY 8	P 9			Dropped
SALARY 9	P 9			Dropped
SALARY 10	P 9			Dropped
SALARY 11	P 9			Dropped
SALARY 12	P 9			Dropped
SALARY 13	P 9			Dropped
SALARY 14	P 9			Dropped
SALARY 15	P 9			Dropped
SALARY 16	P 9			Dropped
SALARY 17	P 9			Dropped
SALARY 18	P 9			Dropped
SALARY 19	P 9			Dropped
SALARY 20	P 9			Dropped
SALARY 21	P 9			Dropped
CLASS NOTE	A 1			Dropped
ENTRY DATE	N 8			Not saved in CPPS, but written to history with the class action.
OPERATOR ID	A 9			Not saved in CPPS, but written to history with the class action.
EEO4 JOB SOC	A 4	EEO Category Subcategory Experience Level	A 2 A 1 A 1	
EEO6 JOB SOC (IPEDS)	A 4			Dropped
OCC STUDY PERCENT	N 5			Dropped

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PROPOSED OCCUPATIONAL GROUP	A 8			Dropped
SUPERVISORY CLASS	A 1			Dropped
JOB GROUP	N 4	Census Code	A 4	